

Ethics Policies and Procedures
AET Ethics Committee
Updated: September 2, 2016

Goal: Our overarching goal is to make ethics investigations an educational process for all concerned. Additionally, we want our members and clients to know that AET expects its members to make every effort to comply with the AET Code of Ethics.

Procedure for Filing and Investigating a Complaint

1. Complaints must be made in writing and signed by the Complainant. We will not accept anonymous complaints. All complaints will be considered strictly confidential.
2. A *Complaint Form* is available in the members library on the AET website and is also available from the AET headquarters office.
3. Complaints should be sent via email, fax, or mail to the AET Executive Director. The Executive Director will forward complaints to the chairperson of the Ethics Committee and include information pertaining to any previously filed complaints.
4. Ethics Committee Procedure:
 - a) Upon receipt of a complaint, the Chairperson of the Ethics Committee will forward the complaint to all members of the Ethics Committee. Each complaint will be carefully reviewed and investigated on an individual basis.
 - b) When a complaint is filed against an AET member, the member will have an ample opportunity to discuss the complaint with the Ethics Committee.
 - c) The Ethics Committee will also review any documents or emails submitted regarding the complaint.
 - d) The determination and recommendations of the committee will be communicated in writing to both the member and the complainant. Copies of those letters, along with any written notes or other documents relevant to the deliberation, will go into a general AET Ethics electronic file.
 - e) At its discretion, the Ethics Committee may arrange a follow up meeting with the subject of the complaint and/or complainant to verify that all requested actions have been complied with. If the subject of the complaint fails to comply with any requests made in writing by the Ethics Committee, a letter of non-compliance will be sent to the subject of the complaint, and placed in our electronic files.